

**Complete Lesson Transcript – Lesson 319 [English]**

Kirin: [Chinese Learn Online lesson 319](#) .

Hello everyone , I am Teacher Yang .

Raphael: [Hello everyone](#) , I am Teacher Lai .

Adam: And hello, I'm Adam.

Kirin: [Welcome to our learning Chinese course](#) .

Raphael: [In our past two lessons](#) , we taught you some machines that you can see in an office .  
[Now in today's lesson](#) , we are going to discuss when we use those machines . Let's first take a look at some nouns .

Kirin: [Document / File on a computer](#) .

Adam: Document or file on a computer.

Kirin: [Facilities / Equipment](#) .

Adam: Facilities or equipment.

Kirin: [Image / Picture](#) .

Adam: Image or picture.

Kirin: [Report](#) .

Adam: Report.

Kirin: [Presentation](#) .

Adam: Presentation.

Raphael: [As well, we are also going to look at two verbs](#) .

Kirin: [To hand in](#) .

Adam: To hand in.

Kirin: To hand out .

Adam: To hand out.

Raphael: We often use computers to manage documents , especially at the office .

Kirin: Actually, it's not just at the office that we use documents . Sometimes we also use them at home . As well, many people also have fax machines and printer facilities in their homes .

Raphael: Right . For example most houses these days have computers . Now if your computer isn't a laptop , then you definitely need a monitor .

Kirin: I found that monitors from recent years are much bigger than ones from the past . Why do most people like to use bigger monitors ?

Raphael: If your screen is bigger , the characters in your document will also be bigger . This way we can see them more clearly , which is better for our eyes , which won't as easily feel tired after viewing .

Kirin: Right . Sometimes I also use my computer to watch movies . I find that using bigger screens is better for watching movies , and more comfortable .

Raphael: En . I feel the same way too . Now does your computer at home have a printer ?

Kirin: Yes it does .

Raphael: So what do you use your printer to do ?

Kirin: For example, I print out documents from the computer . When I was in university and had to hand in homework to the teacher , I had to first print out everything from the computer .

Raphael: Right . Or if some documents need the boss' signature on them , you also have to first print them out . Now does your printer have the ability to print in color ?

Kirin: Yes it does .

Raphael: Why do you need to be able to print in color ? Couldn't the homework you had to hand in to the teacher be in black and white ?

Kirin: Sometimes it was a report , which needed some pictures inside . If the pictures and characters were all in black and white , it wouldn't be as easy to see clearly .

Raphael: En . Now if in a company , they want their customers to see a report or presentation . If the pictures are in color , when their customers look at the products, they will be more clear .

Kirin: Before doing a presentation, some people , will first print out the content of their presentation and hand them out for everyone to see . This way everyone will better understand what the content of the presentation is saying .

Raphael: Right . Now in the past two lessons we also discussed fax machines . Does your house have a fax machine ?

Kirin: No it doesn't . Since nobody is going to fax me anything . If they need to , they can email their information to me .

Raphael: Oh right . But when people invented the fax machine , the internet and email weren't as popular as they are now . But if fewer people are using fax machines , fax machines might be completely replaced by email . Have you ever used a photocopier ?

Kirin: Yes I have . When I was young, my teacher would always ask me to photocopy the information she wanted to hand out to the class .

Raphael: Wow, when you were young you must have been a good student . So many teachers feel that photocopiers are very useful machines for them . But some people believe that using too much paper is bad for our environment . So you have to remember to do a good job of recycling , or use that paper again . Ok, let's take a moment to review the new words taught today .

Adam: Document or file on a computer.

Kirin: Document / File on a computer .

Adam: Facilities or equipment.

Kirin: Facilities / Equipment .

Adam: Image or picture.

Kirin: Image / Picture .

Adam: Report.

Kirin: Report .

Adam: Presentation.

Kirin: [Presentation](#) .

Adam: To hand in.

Kirin: [To hand in](#) .

Adam: To hand out.

Kirin: [To hand out](#) .

Raphael: [Our premium subscribers can visit our website chineselearnonline-com for more practice](#) .

Kirin: [Keep at it](#) .